

How to Submit Online Entries

STEP 1—Setting up Your Online Roster

Each coach must have a DirectAthletics username and password for his/her school. If you don't know your username and password, you will be able to create one or retrieve your existing account by following the instructions below

If you already have a DirectAthletics account for your Swimming team, and know your username and password....	If you do NOT know your username and password....
1) Go to www.directathletics.com 2) In the login box, enter your username and password and click Login. (Remember that your password is case-sensitive)	1) Go to www.directathletics.com 2) Click on the link “New User? Click HERE”. 3) Follow onscreen instructions. You will be able to create an account online or retrieve forgotten information for an existing account. 4) Make sure you create a HIGH SCHOOL team

STEP 2—Setting up Your Online Roster

If you already have your roster in Hy-Tek’s TEAM MANAGER...	If you do NOT already have your roster in Hy-Tek TEAM MANAGER...
1) Click the green “Upload from TEAM MANAGER” button at the top of the roster screen. 2) Follow onscreen instructions to export your TEAM MANAGER athletes in a .hy3 file. 3) Upload the .hy3 file. 4) Confirm the athletes to be added to your roster. 5) Click Submit to finalize the additions.	1) Click the green “Add Athletes” button at the top of the roster screen. 2) Enter the number of athletes you would like to add (this can be an estimate. You can always add more later) 3) Fill out the form with your athletes’ names and school year. 4) Click Submit to finalize the additions.

NOTE: You can add, edit or delete athletes on your roster at any time by clicking the TEAM tab.

STEP 3--SUBMITTING ONLINE MEET ENTRIES

Once your athletes are added to your online DirectAthletics roster, you must submit your meet entries.

- 1) In the HOME tab (under Upcoming Meets) or in the SCHEDULE tab, click the “Enter” link next to the meet.
- 2) Follow onscreen instructions for submitting your entries. You will see a running tally of your entries on the right side of your screen.
- 3) When you are finished with your entries, click the “Finish” link.
- 4) You will see a list of your current, submitted entries. Click the appropriate link to receive an EMAIL confirmation or a PRINTABLE confirmation.
- 5) To edit your existing entries, click the blue Edit Entries button next to the meet name on your Upcoming Meets or complete Schedule. You may make changes to your entries as often as you wish up to the entry deadline.